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State of Idaho

Department of Administration
Division of Public Works

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Design and Construction

Facilities Services

www.adm.idaho.gov

October 22, 2008

REQUEST FOR QUALIFICATIONS

TO: ARCHITECTS

FROM: Tim Mason, Administrator

SUBJECT: DPW PROJECT NO. 09201
Basketball Locker Room Addition
Taco Bell Arena
Boise State University
Boise, Idaho

A handwritten signature in black ink, appearing to be "Tim Mason", written over the "FROM:" line.

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. BOX 83720 Boise, ID 83720-0072, until November 12, 2008 at 5:00 p.m., for furnishing design services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Barry Miller, Project Manager
Division of Public Works
502 N. 4th St.
P O Box 83720
Boise ID 83720-0072
(208) 332-1916

Program clarification and additional data may be requested by appointment only, with Aaron Whitman, Boise State University, Phone 426-1268.

The project will be funded by state funds. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Architect will receive general instructions through the State. A Project Manager of the Division of Public Works will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the Architect.

DESCRIPTION OF PROJECT

A two story addition of approximately 10,400 s.f. on the southwest corner of Taco Bell Arena. The project includes men's and women's basketball locker rooms with showers and restrooms, coaches' dressing rooms, film screening areas, student-athlete lounges with study and recreation areas and a common entry lobby. Access to both the auxiliary gym and the main arena floor will need to be provided. Conceptual plans were completed for fund raising efforts by LCA Architects, Boise and may be viewed at:

https://admin.xosn.com/attachments1/5552.pdf?KEY=&DB_OEM_ID=9900&DB_LANG=&IN_SUBSCRIBER_CONTENT=

REQUIRED SERVICES

The State is requesting submittals for complete design services including observation during construction.

A total project budget of \$3,150,000 has been established to include fees, contingencies and tests. Initial authorization will be for the planning through Design Development Stage. The construction document phase will be contingent upon project approval by the State Board of Education and successful completion of the fund raising campaign.

A relatively complete construction cost estimate will be required following the Design Development Phase and must be updated at each additional phase.

The Architect will be responsible for Program Validation, Schematic Design, Design Development initially and Construction Documents, Bidding Assistance and Construction Observation pending final approval.

The Architect shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Architect will be required to meet monthly with the Project Manager for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Architect shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary report to the Division of Public Works and the Agency after Schematic services has been completed.
2. A Design Development Report and update to the Owner, Agency and the PBFAC, prior to beginning Construction Documents, along with recommended project budget.
3. A final report at the conclusion of the Construction Document Phase to the Owner, Agency and PBFAC for any additional input and final acceptance.

QUALIFICATION STATEMENT CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data. Provide a point of contact for the RFQ process with phone number and e-mail address.

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The Division of Public Works reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions, which show ability to complete projects of this scope.
- C. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two pages.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained from DPW and Agency staff.
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Architects who have done work for the Division of Public Works in the past three years, a reference to the project or projects will be sufficient in lieu of examples.
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: design of original building or phase, preliminary studies or programming of this project, special training or experience in this type of building.
- G. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with the State of Idaho and other clients is a highly important factor

Submit five (5) copies of the submittal.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, Agency and an independent architect/engineer will rank the submittals, and at least three (3), but not more than five (5) firms may be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the firms to determine the final point score.

AWARD

Based on the results of the submittals and review of previous projects awarded to each firm, the Division of Public Works will recommend a course of action to the PBFAC at their next recent meeting. If recommended, the Division of Public Works, Department of Administration in accordance with prescribed procedures, will issue a notice of intent to negotiate.

PROPOSED DATES:

Receive Submittal	November 12, 2008
Oral Interviews	November 21, 2008
Review by PBFAC	December 2, 2008
Negotiate Contract	December 2008
Design Development presentation	March 2009
Final Construction Documents	To be determined

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances.

The State reserves the right to reject any or all submittals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.